



Example of Foundation Executive Director Job Description

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Our company is hiring for a foundation executive director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for foundation executive director

- Persuasively articulate the role of CFR to prospects and secure higher levels of support for this initiative
- Assist the Foundation Board of Directors in developing a Comprehensive Plan that sets forth the Foundation mission, goals, strategies, objectives, and budget
- Implement the Foundation Comprehensive Fund Raising Plan
- Assist the Board in fulfilling their fiduciary responsibility by assisting in the development of policies and procedures for the financial and business management of the Foundation
- Manage the day-to-day business and finances of the Foundation according to policies and procedures established by the Board
- Assist the Board in developing and maintaining highly qualified members to govern and lead the foundation enterprise
- Provide functional liaison between the Foundation and the Nursing Center so as to coordinate the work of the Foundation with the various functions of the Nursing Center, especially finance, marketing, communications, public relations
- Manage the development and implementation of all communications strategies for Foundation programs
- Serve on the PBNC department head team and participates in the planning process of the Nursing Center

Qualifications for foundation executive director

- Bachelor's Degree with minimum of 7 years experience required, preferred 10 years experience and Master's degree
- Expertise in corporate and foundation fundraising, preferably at a complex research university
- Technical expertise and proven ability to work successfully with faculty
- Maintain and enhance personal expertise through appropriate educational experiences
- Get to know the Foundation's Board members, understanding their interests, priorities, and level of desired involvement in the Foundation
- Assist the Board in developing a plan for preserving and expanding both artists' legacies, especially that of Nancy Holt